

NOTICE OF FUNDING AVAILABILITY

Foster Care Court Improvement Project Department of Family Administration Administrative Office of the Courts

TPR/PERMANENCY SPECIAL PROJECTS GRANTS FY 2011

Issue Date: January 28, 2010

Applications Due: March 15, 2010

General Information

The Maryland Judiciary began an important initiative to improve its responsiveness to cases involving children in foster care in 1997 with the establishment of the Foster Care Court Improvement Project (FCCIP). Since that time, the circuit courts have reoriented their case management practices and developed programs towards that end.

The Maryland Judiciary receives state funding each year to enhance the circuit courts' ability to provide a fair and efficient forum for resolving domestic and juvenile matters. The Department of Family Administration (DFA) at the Administrative Office of the Courts (AOC) is requesting applications for Termination of Parental Rights (TPR)/Permanency Special Projects Grants. Subject to the provision of funds for Fiscal Year 2011, grants will be awarded to applicable programs and/or projects that facilitate the elimination of barriers to timely permanency and assist the courts in processing Child in Need of Assistance (CINA) and related Guardianship and Adoption cases.

Funding

Categories

Funding is available to fund two general categories of programs and/or projects.

A. General

Funds under this category are designed for programs and/or projects that assist the Courts in processing CINA and related Guardianship and Adoption cases, focusing on early determination and location of parents, service of process, paternity testing, and alternative dispute resolution.

B. Permanency Planning Project Grants (PPPG)

PPPG funds are for demonstration programs and/or projects that are designed to eliminate barriers that prevent the timely permanent placement of children.

Priorities

Priority for funding will be given to those programs that have a demonstrated need of start-up or maintenance funds and have limited outside funding sources.

Funds are also offered to assist existing programs seeking stabilization. Previously funded programs and/or projects must demonstrate their efforts at sustaining program operations including additional funding resources.

Eligible Grantees

Eligible grantees include state and local courts and governments within the state of Maryland, non-profit organizations and institutions of higher education within the state of Maryland that facilitate the elimination of barriers to timely permanency and assist the courts in processing CINA and related Guardianship and Adoption cases.

For applicants who received AOC funding in the prior year (FY 10), all required reports and documentation must have been submitted prior to this grant application's submission deadline.

Non-court applicants must demonstrate collaboration with the court in the jurisdiction where services are to be provided and include a letter of support from that court with their application.

NOTE: Permanency Grants will not be awarded to Circuit Court Jurisdictional Grantees for more than two consecutive years. Circuit Court Jurisdictional Grantees that received Permanency Grants in the past must submit requests for continuation of funding in their Jurisdiction budgets if they wish to continue the previously funded programs or services. CASA Grant recipients are not eligible for TPR/Permanency grants.

Grant Review

The AOC is committed to a fair and open process in awarding grants. Grant applications will be reviewed by a committee of DFA staff members. Final award determinations will be made based on the recommendations of the review committee.

Award Information

The availability of funds for this program is contingent upon the provision of funds in the Maryland Judiciary budget by the Maryland General Assembly for Fiscal Year 2011. Funding decisions will be made by the end of April. Grantees will be notified in writing of changes to the project award based on the Judiciary's budget constraints. Grantees may be asked to submit an adjusted budget if the amount awarded did not equal the amount requested, or otherwise upon request of the DFA.

Funding Cycle

All granted funds must be expended during the period from July 1, 2010 through June 30, 2011. No extensions will be granted.

Grant Payments

If awarded, and unless otherwise provided for in the grant agreement, grant funds will be paid on a **reimbursement basis** only, upon submission of timely financial expenditure reporting and a request for payment.

Modifications

Grantees may make minor budget adjustments between existing line items during the course of the fiscal year. The modifications must be submitted for review by the DFA

using page 2 of the Mid-Year Budget Modification form on the DFA website:
www.courts.state.md.us/family/grantadmin.html.

Projects seeking a modification that would result in a deviation of 10% of the overall budget or \$25,000, whichever is lower, or any commitments such as a new position or contract which is likely to impact future fiscal years, must be approved in advance of spending the funds. Grantees must submit modification requests in writing using page 1 & 2 of the Mid-Year Budget Modification form for approval found at: www.courts.state.md.us/family/grantadmin.html. These expenditures that do not comply with the adjusted or approved budget will not be authorized until the DFA staff signs and returns a copy of the approved budget modification form to the grantee.

Direct Costs

Direct costs are those that are readily assignable to a particular project. Grantees may request funding for direct costs associated with their project.

Indirect Costs

Indirect costs are those costs of an organization that are not readily assignable to a particular project, but may be necessary to the operation of the organization and the performance of the funded project.

Court grantees may ***not*** request funds to support indirect (administrative) costs.

Non-court grantees may request funds to support indirect costs with appropriate justification and when those indirect costs total no more than 10% of the total direct costs of the project.

Reporting Requirements

Statistical

All Grantees are required to comply with quarterly reporting. Each program's reporting requirements will be developed by the DFA based on the program's goals and expected outcomes outlined in the program's application.

Financial

All Special Project Grantees are required to submit quarterly financial reports reflecting their expenditures for the quarter. Those reporting forms will also be available on the DFA's website.

Quarterly Reports and Requests for Payment are due (postmarked) not later than 15 days after the close of the quarter based on the following schedule:

<u>Reporting Period</u>	<u>Report Due Date</u>
1 st Quarter (July 1 thru Sept 30)	October 15
2 nd Quarter (Oct 1 thru Dec 31)	January 15
3 rd Quarter (Jan1 thru Mar 31)	April 15
4 th Quarter (April 1 thru June 30)	July 15

Specific statistical reporting requirements, including required reporting forms, will be available to the grantee prior to the start of the funding period. Reporting forms will be posted on the DFA's website at www.courts.state.md.us/family/grantadmin.html.

Information collected from the quarterly reports will be used to monitor funded programs and assist the DFA in determining if the program is meeting its stated goals and objectives. Additionally, the AOC reserves the right to use this data in statistical reports, annual reports, and other publications for general distribution.

Personnel and Payroll Records

All grantees must follow their organization's payroll, personnel, and time and attendance policies for each position provided for by these grants. These policies must be in writing. Upon request, grantees must provide a copy of those policies to the DFA.

Procurement

All grantees must abide by their organization's procurement and financial policies in expending grant funds. These policies must be in writing. Upon request, grantees must provide a copy of these policies to the DFA.

Grantees that do not have an established written procurement policy must solicit three written bids or proposals for goods or services to be purchased with grant funds for over \$2,500. Grantees must maintain proof of compliance with this requirement and provide verification that the policy was followed for applicable purchases, upon request.

Goods and/or services purchased with grant funds shall remain in the ownership and liability of the grantee and the grantee shall assume responsibility for all routine equipment maintenance and/or replacement costs.

Grantees that use grant funds for contractual services must notify potential contractors that funds for the project originated from a Judiciary DFA grant.

Accounting Requirements

Grant recipients may be subject to periodic management reviews or audits. Upon accepting a grant award, grantees agree to provide any authorized representative of the Judiciary's Internal Audit Department access to and the right to examine all records, papers, books, and documents related to the Judiciary grant.

Grantees must maintain full and accurate records of all financial transactions and accounts related to the grant-funded project for a minimum of three years after the grant period ends, and until audited, including requests for payment and receipts for expenses incurred, and timesheets for any salaries paid for with grant funds. These are subject to review by the DFA, the Judiciary Grants Coordinator, and/or the Judiciary Internal Audit Department, at any time.

Site Visits

Grantees may be subject to site visits by DFA staff. The site visits will be designed to ensure compliance with the grant guidelines and evaluate the project in terms of its stated goals and objectives. Site visits will also include a fiscal review of grantee/project expenditures.

Acknowledgement of Support

All TPR/Permanency Grantees agree that any publication (written, visual or sound) issued by the Grantee describing projects funded in whole or in part with the Maryland Judiciary Grant Program funds shall contain the following statement: "This project is supported by a TPR/Permanency Grant from the Maryland Judiciary Administrative Office of the Courts, Department of Family Administration."

The DFA requests notification from grantees of any events (e.g. trainings, outreach events, volunteer appreciation events, etc.) that occur as a result of DFA grant funds received.

Application Information

All applicants are required to submit the completed Grant Application including a proposed budget. Non-court applicants must also submit a letter of support from the court in the jurisdiction where services are to be provided. .

If two or more entities wish to apply jointly for funding of a multi-county project, those projects should submit a single application and designate one contact person.

The Grant Application is posted at: www.courts.state.md.us/family/grantadmin.html

Submission: This application must be submitted electronically (by email) AND by regular mail. Two original copies are required by mail. If funds are granted, one original will be returned to the grantee with the commitment letter.

Deadline: E-mailed applications must be received at the DFA by:
5:00pm on Monday, March 15, 2010.
Original copies must follow; submitted by regular mail.

Electronic copies should be emailed to:

Kelly.Franks@mdcourts.gov

The subject line of the email should indicate the grant type, the fiscal year, and project name, example: "TPR/Perm FY11 CINA Mediation Project "

Mailed copies should be directed to:

Connie Kratovil-Lavelle, Executive Director
Department of Family Administration
Administrative Office of the Courts
580 Taylor Avenue, 2nd Floor, A Pod
Annapolis, Maryland 21401

Technical Assistance

An informational session will be provided to anyone seeking additional information regarding the application process.

Technical Assistance Meeting: March 4, 2010 at 10:00am

Judicial Education Conference Center (JECC), Conference Rm. #2
2009-D Commerce Park Drive, Annapolis, Maryland 21401

Attendance at the informational session is *not* mandatory and is offered only as a supplement to the information included within this NOFA and the application.

Please contact Angela Langston at 410-260-1740 to notify us if you plan to attend the session or to request directions.

For further information regarding this notice of funding or the application process, please contact Kelly Franks, Department of Family Administration, at (410) 260-1722.